

# KEVIN O'NEILL

## 9:00 A.M. Meeting Agenda

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**Purpose:** The purpose of the 9a.m. update meeting is to share functional updates that will increase the overall effectiveness of the department.

**Action Items:** Be prepared to discuss the following items at 9:00am meetings.

- a. Items that occurred in the last 24 hours that have impact.
- b. A 2-3 minute daily update from a project management perspective from each invited individual.
- c. What are the trends in the last 24-hours?
- d. What issues are still outstanding?
- e. What is happening in the next 24-48 hours?